



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
SUPERVISORY COMPOSING TECHNICIAN	29	G	9.734
COMPOSING TECHNICIAN III	28	G	9.735
COMPOSING TECHNICIAN II	27	G	9.726
COMPOSING TECHNICIAN I	25	G	9.727

SERIES CONCEPT

Incumbents in this series are assigned to a centralized printing facility or publications department and operate composing machines and related equipment ranging from phototypesetters (e.g., Compugraphic 7700), desk-top publishing equipment (e.g., Macintosh II), and digital composition front end systems (e.g., Xyvision) to lay out and compose a variety of materials such as forms, tables, letterhead, catalogs, brochures, maps, research publications, and magazines; and performs related duties as required.

Composing Technicians are distinguished from positions in the clerical classes by the responsibility for operating composing machines and related equipment on a full time basis requiring skill and creativity in planning and preparing complex copy. Positions which require only periodic use of composing equipment or which are primarily responsible for producing basic work such as straight copy are not allocated to these classes.

Composing Technicians are distinguished from positions in the public information classes by the responsibility that positions allocated to classes such as Technical Production Editor and Editorial Assistant have for editing and rewriting or modifying copy, gathering information and/or writing articles for inclusion in the publication, and coordinating the overall production of the publication in addition to performing design, composition, and layout duties.

Incumbents in this series:

Consult with clients to plan the job and obtain information regarding printing specifications including the client's perception of how the finished product should appear; paper quality and weight; art or photograph selections; color; ink; type; style; and deadline date.

Accept copy in a variety of formats such as typewritten copy; diskettes, or copy transmitted through a modem linked with a micro-computer or mainframe computer and enter copy into the composing system. Incumbents enter typewritten material by either scanning the document with an optical character scanner or key stroking the information into the system. Diskettes and information received through a modem passes through a translation table and proper codes are inserted to produce a clean file in preparation for the copyfitting process.

Compose type into the page arrangement specified in the job plan by determining proper letter and line spacing and placement insertions; manipulating data directly through keyboard transactions which control the system and/or through utilization of a wide variety of word processing and graphics software programs. Scan logos, graphics and illustrations into the system and place them in the designated area of the document and insert photo windows if necessary. Incumbents print a proof copy on paper through use of a laser printer; edit the job for type errors, balance of type, and positioning of copy; send the proof copy to the client for their approval; and print the approved job on photo typesetting paper or a negative in preparation for printing. May utilize phototypesetting equipment to typeset jobs.

SUPERVISORY COMPOSING TECHNICIAN	29	G	9.734
COMPOSING TECHNICIAN III	28	G	9.735
COMPOSING TECHNICIAN II	27	G	9.726
COMPOSING TECHNICIAN I	25	G	9.727

Page 2 of 6

SERIES CONCEPT (cont.)

Paste-up typeset job to prepare camera-ready copy by: affixing a paste-up board to a light table; drawing line-up marks; positioning and securing waxed copy to the paste-up board, cropping and scaling photographs, positioning overlays for multi-color jobs.

May operate a process cameras to photograph line shots and may operate a photomechanical transfer camera if line art needs to be enlarged or reduced.

Clean and service composing equipment and related equipment.

CLASS CONCEPTS

SUPERVISORY COMPOSING TECHNICIAN

Under general supervision of a Printing Manager, incumbents organize and direct activities of the composing unit of a printing and reproduction section that provides composition and printing services to a major agency or multiple agencies, perform the range of duties described in the series concept, and provide line supervision to a staff of lower level Composing Technicians. Supervision includes hiring, training, assigning and reviewing work, and evaluating performance. Incumbents provide cost estimates, coordinate production schedules with other department staff and outside agencies; schedule and monitor jobs and work priorities; and establish section policies and procedures; and order required supplies and materials; recommend updates and modifications to equipment and software.

This class is distinguished from Composing Technician III's by the responsibility for directing a major composing section and related supervisory and administrative duties.

This is the supervisory level of the series.

COMPOSING TECHNICIAN III

Under general supervision, incumbents perform the range of duties described in the series concept and function a) as a lead work supervisor to Composing Technician I's and II's to include providing training, assigning and reviewing work, and providing input into performance evaluations OR b) supervise a composing unit for a division of a major agency which produces a large volume of varied and complex publications.

Incumbents at this level meet with clients to plan jobs and provide cost estimates; prepare printing orders; troubleshoot equipment problems and consult with manufacturers and service representatives as necessary; develop translation tables; and may provide line supervision to clerical staff.

This class is distinguished from Composing Technician II's by supervisory duties and the greater scope of knowledge required to perform technical duties such as troubleshooting equipment problems.

This is the first supervisory level class in the series.

SUPERVISORY COMPOSING TECHNICIAN	29	G	9.734
COMPOSING TECHNICIAN III	28	G	9.735
COMPOSING TECHNICIAN II	27	G	9.726
COMPOSING TECHNICIAN I	25	G	9.727

Page 3 of 6

CLASS CONCEPT (cont.)

COMPOSING TECHNICIAN II

Under general supervision of a Printing Manager or higher level Composing Technician, incumbents perform the full range of duties described in the series concept, including operating a camera and a variety of composing equipment to lay out and compose copy of a varied and difficult nature.

This is the journey level class in the series.

COMPOSING TECHNICIAN I

As this level, incumbents either a) primarily perform less complex work such as producing forms, letterhead, and flyers the majority of the time; OR b) under immediate supervision, receive training in the duties described in the series concept in preparation for advancement to the next level in the series.

Positions allocated to this level are functioning below the journey level and advancement to the next level in the series is not automatic.

This is the entry level class in the series.

MINIMUM QUALIFICATIONS

SUPERVISORY COMPOSING TECHNICIAN

EDUCATION AND EXPERIENCE:

I

One year of experience providing lead supervision to composing technicians, providing cost estimates, and troubleshooting equipment problems equivalent to a Composing Technician III in Nevada State service; OR

II

An equivalent combination of education and experience that provided the applicant with the required entry level knowledge, skills and abilities.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

General knowledge of the function and organization of various sections of the agency. Working knowledge of agency and state policies and procedures regarding purchasing and personnel.

Ability to analyze and evaluate established unit policies and procedures in order to recommend and implement change. Ability to train, motivate and supervise staff including assigning and reviewing work, establishing work schedules and priorities, administering discipline, and completing performance appraisals.

SUPERVISORY COMPOSING TECHNICIAN	29	G	9.734
COMPOSING TECHNICIAN III	28	G	9.735
COMPOSING TECHNICIAN II	27	G	9.726
COMPOSING TECHNICIAN I	25	G	9.727

Page 4 of 6

MINIMUM QUALIFICATIONS (cont.)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

General knowledge of the principles and practices of management and supervision.

Ability to plan, organize and supervise complex projects.

In addition, all knowledge, skills and abilities required at the lower levels of the series.

COMPOSING TECHNICIAN III

EDUCATION AND EXPERIENCE:

I

Two years of experience operating composing machines and related equipment equivalent to a Composing Technician II in Nevada State service; OR

II

An equivalent combination of education and experience that provided the applicant with the required entry level knowledge, skills and abilities.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

Thorough knowledge of the methods, materials and equipment used for composition, layout, and printing. Thorough knowledge of the capabilities and limitations of a wide variety of word processing and graphics programs.

Ability to train staff, establish work schedules, and assign and review work. Ability to adopt procedures or methods to accommodate new or unique circumstances.

Skill in troubleshooting composing equipment systems.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Ability to plan jobs and prepare cost estimates for clients.

Skill in planning and composing complex types of publications containing a wide variety of copy, photographs, illustrations and other insertions (e.g., University course catalog).

In addition, all knowledge, skills and abilities required at the lower levels of this series.

SUPERVISORY COMPOSING TECHNICIAN	29	G	9.734
COMPOSING TECHNICIAN III	28	G	9.735
COMPOSING TECHNICIAN II	27	G	9.726
COMPOSING TECHNICIAN I	25	G	9.727

Page 5 of 6

MINIMUM QUALIFICATIONS (cont.)

COMPOSING TECHNICIAN II

EDUCATION AND EXPERIENCE:

I

One year of experience operating composing machines and related equipment equivalent to a Composing Technician I in Nevada State service; OR

II

An equivalent combination of education and experience that provided the applicant with the required entry level knowledge, skills and abilities.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

Working knowledge of work unit policies and procedures.

Ability to independently plan, typeset, proofread and paste-up work to prepare attractive copy for a variety of material including brochures, charts, maps and diagrams.

Skill in photographing copy to be printed.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Working knowledge of the methods, materials and equipment used for composition layout, printing and bindery work. Working knowledge of the capabilities and limitations of a wide variety of word processing and graphics programs. Working knowledge of printing terminology.

Skill in using appropriate typesetting procedures including the use of picas, points, styles, fonts, and leading. Skill in operating a variety of composing equipment to compose copy of a varied and difficult nature.

In addition, all knowledge, skills and abilities required at the lower levels of this series.

COMPOSING TECHNICIAN I

EDUCATION AND EXPERIENCE:

I

Two years of journey level experience as a word processing operator which included responsibility for producing complex reports and projects;

II

An equivalent combination of education and experience that provided the applicant with the required entry level knowledge, skills and abilities.

SUPERVISORY COMPOSING TECHNICIAN	29	G	9.734
COMPOSING TECHNICIAN III	28	G	9.735
COMPOSING TECHNICIAN II	27	G	9.726
COMPOSING TECHNICIAN I	25	G	9.727

Page 6 of 6

MINIMUM QUALIFICATIONS (cont.)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

General knowledge of the methods, materials and equipment used for composition, layout, printing and bindery work. General knowledge of type styles and line spacing. General knowledge of work unit policies and procedures. General knowledge of printing terminology. General knowledge of copyright laws.

Ability to service and maintain composing equipment and related equipment. Ability to design and format jobs which are artistically pleasing in appearance. Ability to work independently and follow through on assignments with limited direction. Ability to establish and maintain cooperative working relationships with co-workers and agency staff. Ability to establish priorities and complete assignments within production deadlines.

Skill in performing paste-up work. Skill in operating composing equipment to perform basic composition projects.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Working knowledge of the methods, materials, and equipment used in word processing. Working knowledge of the English language, spelling, grammar and punctuation.

Ability to perform complex coding and programming functions to produce complex reports and projects utilizing word processing, spreadsheet, or data-base software programs. Ability to proofread copy and detect errors in spelling, grammar, and punctuation. Ability to write sufficient to document printing specifications. Ability to understand and follow complex oral and written instructions. Ability to communicate effectively with co-workers and agency staff. Ability to perform mathematical calculations sufficient to perform conversion of inches into pica and points and calculate the amount of reduction or enlargement when copy is to be reproduced by a photographic process.

Skill in entering data into a computer quickly and accurately.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>9.734</u>	<u>9.735</u>	<u>9.726</u>	<u>9.727</u>
ESTABLISHED:	7/1/91P	7/1/91P	12/16/76	12/16/76
	11/29/90PC	11/29/90PC		
REVISED:			2/26/80-3	2/26/80-3
REVISED:			12/19/85-12	12/19/85-12
REVISED:			7/1/89P	7/1/89P
			9/27/88PC	9/27/88PC
REVISED:			7/1/91P	7/1/91P
			11/29/90PC	11/29/90PC